



# POLICY

<b>Approved by:</b> Rebecca R. Hunter, Commissioner	<b>Policy Number:</b> 12-032
<b>Signature:</b> <i>Rebecca R. Hunter</i>	<b>Supersedes:</b> 11-041, 89-034
<b>Application:</b> Human Resource and Payroll Officers	<b>Effective Date:</b> October 3, 2012
<b>Authority:</b> T.C.A. § 4-3-1703, T.C.A. § 8-30-104	<b>Rule:</b> Chapter 1120-02

**Subject:**

## Career Ladder Teacher Payments

The following guidelines and timelines are provided to help ensure uniform and expeditious payments to teachers qualifying for career ladder supplements in the following departments: Education (TDOE), Correction, Mental Health, Intellectual and Developmental Disabilities, Human Services, and Children's Services.

- A. Approximately two (2) months prior to the end of the fall school term, not later than October 1, and the spring school term, not later than March 15, a listing of teachers will be printed by TDOE and distributed to participating departments. This listing will reflect those teachers known to have Career Ladder Certificates and, therefore, those who are potentially eligible for supplemental payments. The list will show each teacher's name, teacher number, employee identification number, social security number, and type of Career Ladder certification.
- B. Career Ladder program staff in participating agencies will review this initial listing for completeness and accuracy. Qualified teachers who are not shown on the listing should be added, teachers who have not been with the agency since the beginning of the school term should be deleted with an explanatory notation, and certificate types should be updated to reflect any recent changes. Teachers who have taught or will be teaching only a portion of the school term should remain on the listing. Their supplemental payments will be prorated on the final pay supplement authorization listing.
- C. Agencies should return a copy of the corrected listing to the TDOE fiscal office no later than November 1 for the fall term and April 1 for the spring term. TDOE will make the appropriate corrections to the file and print a listing entitled "Personnel Eligible for Career Ladder Payment." This printout will be distributed no later than November 15 and May 1, and will become the pay supplement authorization document. It will show all information contained in the initial listing with the addition of amounts of supplement payment based on certificate type as follows:

Level I - \$ 500 for one half of the school year

Level II - \$1000 for one half of the school year

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Level III - \$1500 for one half of the school year

Please note that the incentive portion of the teachers' Career Ladder payment will not be included at this point. Departments should calculate the prorated amounts of supplemental pay for teachers who taught for only a portion of the period. According to guidelines issued by the TDOE, these amounts would be \$5, \$10, and \$15 per day worked for Career Ladder levels I, II, and III, respectively. This document should be submitted through agency fiscal offices to the Department of Human Resources Technical Services Division. Payment requests must be received no later than December 1 for payment on December 15 for the fall school term, and no later than two (2) weeks prior to the end of the spring school term for payment at that time.

- D. Twelve (12) month teachers who are Career Ladder certified are eligible for an additional incentive payment for the eleventh (June) and twelfth (July) month. Level III teachers are eligible for \$300 for the eleventh month (June) and another \$300 for the twelfth month (July). Level II teachers are eligible for \$200 for the eleventh month (June) only. Level I teachers are not eligible for payments above the \$500 basic supplement per school term. These incentive payments cannot be made prior to the end of the month in which they are earned (June or July). The following procedures should be followed to ensure timely receipt of incentive payments.

A list of Level II and III teachers to receive payments should be forwarded to TDOE. This request for approval should include name, employee identification number, social security number, teacher number, month of eligibility (June or July) and amount of supplement (\$200 or \$300). TDOE should receive these requests no later than April 1. An approval letter will be issued to the agencies by the first of May. This authorization letter should then be submitted by agency fiscal offices, along with a Request for Supplemental Payroll Form, Form PNF210, to the Technical Services Division. An employee identification number and social security number must be shown for each employee listed. Supplemental requests should be received by June 15 and July 15 for payment on June 30 and July 31, respectively.

For purposes of Career Ladder supplemental payments for twelve (12) month teachers in the state service, the school year is defined as the months of August through May. For teachers with ten (10) or eleven (11) month contracts, the supplemental pay period will be the actual period of the contract.

Questions regarding this policy may be directed to the Technical Services Division.